

**National Archives and Records Administration**  
**Office of Regional Records Services, Southeast Region (NARA-SE) Region)**  
<http://www.nara.gov>

**Request for Civil Case File**  
**Copies Returned by Fax or by Mail**

Please read these instructions first, and then follow the steps below to obtain certified or uncertified copies of a **CIVIL** case.

NARA-SE Region will service requests **received by FAX, U.S. Postal Service (UPS), or Common Courier (Federal Express, Airborne Express, etc.)** for copies of US District Court Civil Case Files. We do not send confirmation that your fax order was received. Orders sent by FAX must be paid by credit card (MASTERCARD or VISA only). Orders sent by USPS or Common Courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is \$100.00). Requests will normally be processed within 24 hours of receipt of payment and according to our GPRA goals. Please note that copies of documents returned by FAX cannot be certified. Allow at least seven working days before calling to check on a request sent by and to be returned by the USPS. Copies of documents returned by MAIL will be sent by the USPS or UPS at NARA-SE Region's expense, or by Common Courier at the requestor's expense. **Please note that we will not and do not use Airborne Express to return your copies.**

**STEP 1 – CASE INFORMATION**

For each case obtain the following information from the US District Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

Court Location (City):	Civil Case File Name:	Civil Case File Number:
Accession Number:	Agency Box Number(s):	Location Number:
021-		

**STEP 2 – REQUEST INFORMATION:** Indicate the option desired (please check only one)

**ENTIRE CASE (70 page limit)**

Copies up to a 70-page limit will be billed at a flat rate of \$35.00. Subsequent pages will be subject to a 50 cents per page charge. The limit of pages to be processed via fax is 100 pages. Please note that an entire case can include hundreds or thousands of pages and costs can be prohibitive. We recommend that the requestor either: 1) arranges for the case to be returned to the court for review or 2) visit our facility to review the case file. You will be notified by telephone of the approximate number of pages pertaining to your request. If you decide to have NARA staff perform the reproduction services, all costs must be prepaid before copies are made. We will bill the difference.

- |                                |         |
|--------------------------------|---------|
| 1. (    ) COPIES NOT CERTIFIED | \$35.00 |
| 2. (    ) COPIES CERTIFIED     | \$41.00 |

**STEP 3 – COPY RETURN INFORMATION:****(PLEASE PRINT)****IF COPIES ARE TO BE RETURNED BY FAX:**

Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

NAME: \_\_\_\_\_

FAX # (with area code): \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

DAYTIME PHONE (with area code: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON CARRIER:**

Prepaid envelope must be included for return by Common Courier and will be at the requestor's expense:

**NO PO Boxes please.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE (with area code) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**STEP 4 – PAYMENT: PLEASE DO NOT SEND CASH**

1. Make check or money order payable to the NATIONAL ARCHIVES TRUST FUND
2. Credit card payment must be by MASTERCARD or VISA only.

NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ ( ) MC ( ) VISA

**STEP 5 – SUBMIT REQUEST**

Complete these forms and FAX to: (404) 763-7815, or mail to:

NARA - Southeast Region  
TERCs RESEARCH ROOM  
1557 ST. JOSEPH AVE.  
EAST POINT GA 30344

**NOTE: PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:**

1. The information supplied in step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.